

PSG/R&RD-32/72
1 May 1972

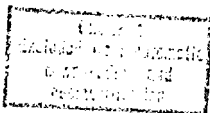
MEMORANDUM FOR: Records Management Officer, DDI
SUBJECT : Requisition for Equipment
REFERENCE : Purchase Order Number 935-1955-72

1. As requested by you, the following information is submitted for your guidance.

2. The NPIC Registry, after having analyzed its functions and considered ways to improve accomplishment of those functions, has submitted a requisition for equipment to support a new concept in office design and materials handling. The "work station concept," a modular approach, will increase processing performance capabilities and therefore provide for a more efficient operation. Moreover, it will provide improved security conditions and optimum utilization of existing space.

3. The purpose of the NPIC Registry is to receive, control, and disseminate incoming and outgoing materials. The volume of materials being processed each month by Registry is over 100,000 items. Materials being processed include unclassified periodicals, cables, system and non-system reports, pouches, graphics, and models. In order to accomplish its assigned functions, the Registry has been divided into three sections: Central Processing, Indexing, and Courier. The Central Processing Section is responsible for receipt, control, and dissemination; the Indexing Section performs the distribution function. The sections, while separated according to responsibilities, work together and have mutual areas of concern.

4. In addition to indexing for security and accountability controls, the Indexing Section processes items for inclusion in the Exploitation Products Data File as directed by the National Tasking Plan. Further responsibilities include indexing for Circulation Control for the PSG/R&RD Information Branch. This differs from DDI/CRS in that they index basically for information retrieval purposes.



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5. The basic processing pattern for materials in Registry is receive, sort, log, control, and disseminate. However, the wide variety of materials being handled and the subsequently different processing requirements result in modifications to the pattern. For example, unclassified periodicals are logged, but are not security controlled, whereas a system report to be released to a foreign government is comprehensively controlled. Work stations would facilitate the division of the processing into distinct stages and allow the various types of materials to be physically separated. Processing progress could be clearly monitored. At present, with limited facilities, processing stages are more difficult to identify. Additionally, the necessary mix of material types often results in an uneven processing flow, as employees cannot readily group the like material types. Work stations would also promote the division of activities within the sections. For example, the Indexing Section could designate one work station for Foreign Release indexing, and another for cable indexing with the same individual working at both stations on a part-time basis, i.e., to work 14 (fourteen) people at 23 (twenty-three) work stations. Activities in support of assigned functions would thus be clearly designated, and will limit the possibility of items being missent.

6. Since Registry processes materials of all classification levels, it must be prepared to deal with the special needs of the various levels. The work station concept would permit the delineation of areas to contain certain classification levels of materials as they are being processed. This would insure that the proper security control procedures would be applied during processing. Daily security requirements, such as covering all classified materials at the close of business or when uncleared visitors or maintenance personnel are in Registry, would be better met by utilizing the work stations. The compartments associated with the work stations provide large amounts of easily accessible storage space and a more reliable security method than the presently used drop cloths.


7. The acquisition of the work stations will promote improved materials handling methods within Registry. The flow of information within the building and to and from other agencies will be expedited, and office security will be improved.

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8. Upon receipt of the items referenced in the above purchase order, the following equipment will be turned in as surplus:

- 15 - desks
- 8 - side panels
- 1 - tab file sorting bin
- 1 - table 3' x 5'
- 1 - Pitney Bowes sorting bin and table
- 1 - 36 slot mail sorting bin

9. Any additional information may be obtained from the undersigned on 

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Chief, Research and Reference Division, PSG

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